

March 9, 2007

**TO:** County Personnel Policy Board Members

**SUBJECT:** Personnel Policy Board Meeting  
Friday, March 16, 2007  
9:00 a.m., Commissioners Hearing Room  
County-City Building, Room 112

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| <b>NOTE:</b><br><b>SPECIAL MEETING</b><br><b>DATE &amp; TIME</b> |
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## **A G E N D A**

ITEM 1: Request to create the following classifications:

| <u>CLASS<br/>CODE</u> | <u>CLASS TITLE</u>     | <u>PROPOSED<br/>PAY GRADE</u>   |
|-----------------------|------------------------|---------------------------------|
| 4324                  | Resident Assistant     | A09 (\$20,835.36 – \$26,688.48) |
| 7531                  | GIS Program Manager    | C27 (\$64,852.32 – \$83,071.04) |
| 7707                  | Registered Nurse — MDS | C15 (\$42,423.68 – \$54,342.08) |

ITEM 2: Request to amend Rule 17.18 of the Personnel Rules – Longevity.

ITEM 3: Request to amend Rule 19.11 of the Personnel Rules – Funeral Leave.

ITEM 4: Election of Chair.

ITEM 5: Election of Vice-Chair.

ITEM 6: Miscellaneous Discussion.

pc: Larry Van Hunnik

## LANCASTER COUNTY RESIDENT ASSISTANT

### NATURE OF WORK

This is routine, limited, skilled nursing work providing services and assistance to residents of a county operated skilled and intermediate care facility.

Work involves assisting residents of Lancaster Manor with their personal care needs. Work also involves performing miscellaneous dining area and resident room tasks including set up of the dining area; assisting with passing and collection of meal trays; helping residents in and out of dining area. Supervision is received from a nursing professional with work being reviewed in the form of the effectiveness of health care services provided.

### EXAMPLES OF WORK PERFORMED

Ensure that each resident has ice water and other fluids in resident rooms and dining area prior to and during meals.

Set up dining area for meals; assist staff with passing and collection of meal trays in the dining area and prepare meal trays for residents as needed.

Assist residents in and out of the dining area and throughout the facility as needed.

Clean up dining area after meals by cleaning and wiping down tables and other tasks as assigned.

Assist in feeding and taking vital signs of residents.

Observe and report obvious physical and behavioral abnormalities; inform the proper authority so action can be taken.

### DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS

Knowledge of the basic principles and practices of patient care procedures and techniques.

Some knowledge of the aging process and problems associated with nursing home confinement.

Ability to maintain accurate records reflecting geriatric health care services provided.

Ability to establish and maintain effective working relationships with residents, co-workers and the general public.

Ability to understand and follow both oral and written instructions.

## DESIRABLE TRAINING AND EXPERIENCE

Graduation from a senior high school with experience in administering medications and providing routine geriatric care to residents of a nursing home facility, and successful completion of the Care Staff Member Training Program as required by the State of Nebraska.

## MINIMUM QUALIFICATIONS

Graduation from a senior high school with some experience in providing routine geriatric care to residents of a nursing home facility or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills.

## NECESSARY SPECIAL REQUIREMENTS

\* As per requirements of the State of Nebraska, employees must successfully complete a Basic Resident Care Course approved by the State Health and Human Services system.

\* Employees in this class working at Lancaster Manor must meet such physical and health requirements necessary for employment in a licensed skilled and intermediate care facility as required by the State of Nebraska.

\* Persons serving in this position are Certified Nursing Assistants who are unable to meet the physical requirements of the CNA program.

Approved by: \_\_\_\_\_  
Department Head

\_\_\_\_\_  
Personnel Director

3/2007

PS4324

LANCASTER COUNTY  
GIS PROGRAM MANAGER

7531

NATURE OF WORK

This is responsible professional and administrative work coordinating an enterprise Geographic Information System (GIS) in a multi-departmental interagency environment.

Work involves responsibility for the overall coordination and management of a Geographic Information System through the GIS Administrative Committee. Work includes coordinating user requirements with system capabilities; coordinating the establishment and implementation of system policies, procedures and standards; coordinating the training of system users; and performing as program coordinator for the enterprise Geographic Information System. Supervision is received from an administrative superior with work being reviewed in the form of reports, user coordination, conferences and results achieved. Supervision may be exercised over subordinate technical and administrative personnel.

EXAMPLES OF WORK PERFORMED

Works with the GIS Administrative Committee to establish common goals, program objectives, project priorities, operational policies and strategic plans within which multi-departmental GIS initiatives are formulated, funded and implemented; acts as Chair for GIS Administrative Committee and serves as liaison/contact person for GIS Administrative Committee.

Keeps the GIS Administrative Committee informed of all situations that would affect the accomplishment of goals and objectives.

Coordinates work programs, projects, user requirements, and system capabilities; oversees the development and implementation of special projects.

Works with Information Services (IS) to monitor system hardware performance in order to maximize efficiency of equipment and software; recommends hardware and software updates; coordinates training opportunities and technical support required to utilize new GIS hardware and software acquisitions and upgrades.

Prepares detailed annual and ad hoc budget reports relating to the enterprise GIS and seeks grant funding for system improvements, new and enhanced databases, digital imagery and other GIS related activities.

Establishes, implements, and reviews work policies, procedures, and plans for the system in conjunction with the GIS Administrative Committee; monitors system activities and usage in order to make adjustments as needed.

Prepares documents, correspondence, technical and management reports for the enterprise GIS; develops applicable operational standards, manuals and guidelines for the enterprise GIS.

Oversees and performs work relating to the development of user and system-wide applications.

Represents the enterprise GIS in a professional manner to present and explain its mission, priorities, benefits, and work tasks to elected and appointed officials, user groups, potential system clients, and the community at large.

Works with and directs the performance of vendors retained under contract to complete tasks relating to the enterprise GIS; monitors work scope, task schedules, contract budgets and vendor personnel performance.

Performs related work as required.

#### DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of the principles of management and organization.

Considerable knowledge of Geographic Information System standards, practices and procedures.

Considerable knowledge of ESRI software.

Knowledge of database management system principles.

Ability to work closely with individuals and diverse groups to build teams and maintain lasting consensuses.

Ability to successfully manage projects requiring the application of planning, process initiation, communication, control, leadership, resource and personnel management, monitoring, decision making and closing skills, principles, tools and techniques.

Ability to interpret rules, regulations and policies and to make decisions in accordance with established precedent.

Ability to anticipate, plan for and coordinate the actions required to meet the needs of system users.

Ability to plan and coordinate the work of subordinate technical and administrative personnel and team members of other departments.

Ability to analyze problems and situations and to present appropriate facts and recommendations concisely in written and oral form.

Ability to establish and maintain effective working relationships with co-workers, system users and the public.

Ability to communicate effectively both orally and in writing.

#### DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four-year college or university supplemented by a Master's degree with major course work in planning, geography, computer science, engineering, public or business administration, public relations, information services or related field; plus considerable experience with ESRI software and GIS concepts and technologies; and considerable experience in a responsible administrative or managerial capacity involving policy formulation, team building, staff coordination and consensus building.

**MINIMUM QUALIFICATIONS**

Graduation from an accredited four-year college or university with major course work in planning, geography, computer science, engineering, public or business administration, public relations, information services or related field; considerable experience with ESRI software and GIS concepts and technologies; and experience in a responsible administrative or managerial capacity; or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills.

Approved by: \_\_\_\_\_  
Personnel Director

03/2007

PS7531

LANCASTER COUNTY  
REGISTERED NURSE - MDS  
(MDS - Minimum Data Set)

## NATURE OF WORK

This is nursing work involving the supervision and delivery of nursing services within a nursing facility and the coordination of Minimum Data Set.

Work involves supervising and coordinating the overall activities of subordinate nursing staff members; utilizing advanced nursing skills to assess health care needs of a complex nature; conferring with physicians and/or family members regarding patients health status; supervising and assisting with the preparation of a variety of forms and reports in order to record history of patients stay in the facility and to insure compliance with certification requirements; performing nursing assessments and making nursing decisions relative to patient care; supervising and assisting in the administration of oxygen, medications, injections, and skin treatments; initiating intravenous therapy and inserting nasogastric tubes; and executing other technical and medical procedures as required. In addition, employees in this classification are responsible for the facilities MDS (Minimum Data Set). General supervision is received from an administrative superior and/or medical doctor with work being reviewed in the form of overall effectiveness of nursing services provided. Supervision is exercised over subordinate nurses. Supervision is hereby defined as effectively recommending discipline, assigning work, and conducting performance evaluations.

## EXAMPLES OF WORK PERFORMED

Supervises subordinate nursing staff engaged in providing health care to residents of a nursing facility.

Supervises subordinate nursing staff engaged in providing health care services to inmates within a correctional facility.

Initiates intravenous therapy, inserts nasogastric tubes, and executes other technical procedures as required.

Supervises and assists with the administration of oxygen, medications, injections, and skin treatments.

Performs medical tests such as phlebotomies and urine collections as necessary and informs physician of test results.

Provides health maintenance care for patients based upon physician's orders and general medical direction; obtains special diets as needed.

Assists physician in examinations; makes referrals according to physician's request; obtains medical records from other facilities or agencies as requested.

Orders medical and pharmaceutical supplies in consultation with physician; secures controlled substances and medications.

Completes a variety of reports such as an eight-hour nursing report, staff scheduling, and patient status records.

Supervises and assists with the preparation of a variety of forms and reports documenting patient's stay in the facility from admission to discharge.

Maintains appropriate patient records reflecting treatment provided and patient status.

Performs evaluations of health care services provided.

Confers with physicians and family members regarding health status of patients.

Arranges transportation and makes appointments as needed for hospital, clinic or physician's office.

Attends agency and departmental meetings as required.

Establishes goals and objectives for assigned areas of responsibility.

Conducts rounds of assigned areas daily; receives and gives report at shift change.

Maintains open communication lines with administration and subordinates, and is responsible for communication flow between same.

Completes resident assessment and care screening instrument (MDS) as required by State and Federal regulatory guidelines.

Monitors the care and services provided to facility residents in order to assure the highest standard of nursing care.

Performs related work as required.

#### DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the nursing principles, practices, and techniques as they pertain to the delivery of geriatric nursing services, nursing services in a correctional or mental health facility.

Knowledge of the aging process and problems associated with nursing home confinement.



Knowledge of the problems associated with the delivery of nursing services in a correctional facility.

Knowledge of the problems associated with the delivery of nursing services in a mental health facility.

Knowledge of disease prevention and control.

Knowledge of community human service agencies as well as services provided by those agencies.

Knowledge of the various types of equipment utilized in the delivery of nursing services.

Knowledge of state and federal regulations related to nursing services.

Ability to understand and follow complex oral and written medical instructions.

Ability to make skilled nursing decisions within the framework of established policies.

Ability to maintain accurate records reflecting health care services provided and patient status.

Ability to perform skilled nursing procedures.

Ability to plan, assign and evaluate the work of subordinate nursing staff.

Ability to communicate effectively both orally and in writing.

Ability to work in a stress situation.

Ability to establish and maintain effective working relationships with public officials, physicians, nursing staff and the general public.

Ability to perform heavy lifting.

#### DESIRABLE TRAINING AND EXPERIENCE

Graduation from a school of nursing accredited by the National League of Nursing with a valid Diploma of Nursing plus considerable experience in the supervision and delivery of nursing services within a nursing facility, a correctional facility or a mental health facility.

## MINIMUM QUALIFICATIONS

Graduation from a school of nursing accredited by the National League of Nursing with a valid Diploma of Nursing plus experience in the supervision and delivery of nursing services or any equivalent combination of training and experience which provides the desirable knowledge, abilities, and skills and meets licensure requirements.

## NECESSARY SPECIAL REQUIREMENTS

Possession of a valid license to practice as a registered nurse in the State of Nebraska.

Employees in this class working at Lancaster Manor must meet such physical and health requirements necessary for employment in a licensed, nursing facility as required by the State of Nebraska.

Employees in this class may be required to obtain and maintain certifications which may be appropriate for this position or facility.

Approved by: \_\_\_\_\_  
Department Head

\_\_\_\_\_  
Personnel Director

4/2007

PS7707

## 17.18 Longevity

Status employees not covered by a labor agreement shall annually receive longevity pay based upon the total length of continuous service with the County. Such pay shall be effective beginning with the first full pay period following completion of the specified years of service. Payment shall be made on a prorated basis on each regular pay day. Part-time status employees shall receive longevity pay based upon the total hours worked in each pay cycle.

| Completed<br>Years of Service     | Annual Pay             | Hourly Pay         | (Informational Only<br>Per Pay Period) |
|-----------------------------------|------------------------|--------------------|--|
| 5 Years                           | <del>\$ 245.44</del>   | <del>\$ .118</del> | <del>(\$9.44/pay period)</del>         |
| (Beginning 6 <sup>th</sup> Year)  | <u>\$ 490.88</u>       | <u>\$ .236</u>     | <u>(\$18.88/pay period)</u>            |
| 10 Years                          | <del>\$ 386.88</del>   | <del>\$ .186</del> | <del>(\$14.88/pay period)</del>        |
| (Beginning 11 <sup>th</sup> Year) | <u>\$ 773.76</u>       | <u>\$ .372</u>     | <u>(\$29.76/pay period)</u>            |
| 15 Years                          | <del>\$ 640.64</del>   | <del>\$ .308</del> | <del>(\$24.64/pay period)</del>        |
| (Beginning 16 <sup>th</sup> Year) | <u>\$1,281.28</u>      | <u>\$ .616</u>     | <u>(\$49.28/pay period)</u>            |
| 20 Years                          | <del>\$ 900.64</del>   | <del>\$ .433</del> | <del>(\$34.64/pay period)</del>        |
| (Beginning 21 <sup>st</sup> Year) | <u>\$1,801.28</u>      | <u>\$ .866</u>     | <u>(\$69.28/pay period)</u>            |
| 25 Years                          | <del>\$ 1,000.48</del> | <del>\$ .481</del> | <del>(\$38.48/pay period)</del>        |
| (Beginning 26 <sup>th</sup> Year) | <u>\$2,000.96</u>      | <u>\$ .962</u>     | <u>(\$76.96/pay period)</u>            |

## 19.11 Funeral Leave

Funeral leave may be taken upon approval of the Department Head and according to the following:

(a) In the case of the death of the employee's spouse, child, step-child, mother, father, stepmother, stepfather, mother-in-law, father-in-law, brother, sister, grandfather, grandmother, grandchild, or in the case of death of any other relative residing in the immediate household of the employee. Grandfather, grandmother and grandchild will include "great" grandfathers, grandmothers and grandchildren. A full-time employee shall be granted funeral leave with pay at the rate of up to ~~twenty-four (24)~~ forty (40) hours to attend the funeral without deduction from his pay or accumulated sick leave. A part-time employee shall be allowed ~~two-fifths (2/5)~~ four-fifths (4/5) of the hours in his normally scheduled work week if scheduled to work the hours requested.

(b) In the case of the death of the employee's sister-in-law, brother-in-law, daughter-in-law, son-in-law, aunt, uncle, nephew, niece, or the grandparents of an employee's spouse, full-time employees shall be allowed ~~sixteen (16)~~ twenty-four (24) hours funeral leave with regular pay to attend the funeral without deduction from his pay or accumulated sick leave. Aunt and uncle include "great" aunts and uncles. The part-time employee shall be allowed ~~one-fifth (1/5)~~ two-fifths (2/5) of the hours in his normally scheduled work week if scheduled to work the hours requested.

(c) A full time employee shall be allowed to use up to twenty-four (24) hours of his accumulated sick leave in the case of death of any of the above designated persons. A part-time employee may also be allowed to use accumulated sick leave up to four-fifths (4/5) of the hours in his normally scheduled work week if scheduled to work the hours requested.

(d) A full-time employee shall also be allowed to use up to eight (8) hours funeral leave with regular pay to attend the funeral of a cousin without deduction from his pay or accumulated sick leave. A part-time employee shall be allowed one-fifth (1/5) of the hours in his normally scheduled work week if scheduled to work the hours requested.

~~(d)~~ (e) Up to four (4) hours funeral leave shall be granted if a full-time employee attends the funeral of a co-worker or retiree ~~from the department in which the requesting employee is employed of the County.~~ A part time employee shall be granted one-tenth (1/10) of the hours in his normally scheduled work week if scheduled to work the hours requested.